

# Vouchering for TSP in a Commission Grant

You have TSP funds in your grant, now what? The following “Frequently Asked Questions” will assist your district in setting up and vouchering for TSP so you can meet program requirements and get reimbursed!

## **How much TSP funds will I get?**

100% of the cost to accomplish TSP Task Orders is eligible for reimbursement to you! 50% of the funds come from the Commission grant of your choosing, and 50% comes from TSP funds. You will track 100% of the cost to accomplish Task order activities on your timesheets and the TSP Report of Accomplishments (included as an attachment to the TSP amendment), but then on the voucher you will split it out so that 50% will be paid out of your chosen Commission grant and 50% will be paid out of the TSP funds amended into your grant contract. Please read further for more detailed explanation.

## **How do I track the TSP time on our timesheets?**

On your timesheets, you would basically add a TSP line to the grant being used by the district as TSP match. This line would say “TSP 1.1” or whatever the Intermediate Outcome # is where the TSP funds were added. 100% of the time associated with TSP will be accounted for here. We have attached an example timesheet for your convenience.

## **How do I track TSP travel costs?**

If your task order includes travel costs, your district has two methods for receiving reimbursement; one being actual expenses (such as gas, insurance, repairs/maintenance) and the other is actual mileage (calculated at the state rate of \$.445 per mile).

**Actual Expenses Method:** If your district chooses to utilize actual expenses, please use the following steps to prevent double billing.

1. Mark all mileage on your travel log as TSP and which task order (either by name or number so you know how much to break out for each).
2. Add up all gas receipts, maintenance, insurance, etc. related to that grant for that month.
3. Add up all mileage for that grant for that month.
4. Add up all TSP mileage for that grant for that month.
5. Divide the total TSP mileage into the total Grant Mileage for that month.
6. Take that percentage and multiply it against the Total gas receipts, maintenance, insurance, etc. related to that grant for that month.
7. Then take the total amount for each task order and divide it by the total TSP mileage.
8. Take those percentages for each task order and multiply it against the total TSP amount of gas receipts, maintenance, insurance, etc.
9. Each amount per task order should be clear at that point.

Please note that if you use actual expenses and then just bill for mileage you are receiving reimbursement twice because the mileage rate includes reimbursement for gas, maintenance, insurance, etc. There is an example attached that walks through an example to assist in understanding this detailed process.

**Actual Mileage Method:** If your district chooses to utilize actual mileage to establish expenses, your method of coming to a total will be much easier. Track all of your TSP mileage on your travel log as TSP by Task Order name or number. Add up the total for TSP mileage and bill accordingly at the current state mileage rate of \$.445.

For personal vehicle travel to TSP sites, make sure to mark all mileage as TSP and the task order number or name in the notes section of the travel voucher that your staff member submits. This will be important as you want to document what the mileage went for specifically.

### **How do I account for overhead?**

Under the TSP process, the district may charge up to 10% of your TSP salary / benefits as overhead. However, in order to be eligible for reimbursement, overhead must have been included on the Task Order amended into your Commission grant contract.

### **How do I voucher for TSP?**

Vouchering takes just a minute or two longer than what you might be used to because of how we have to have things split out for accountability. When you complete your normal voucher, you would have it marked as the Intermediate Outcome number and sub-category (like Salaries & Benefits, Goods & Services, etc.). TSP would be marked the same way except it will need to be broken out 50-50. For example, let's say you had an employee named John Smith who worked 100 hours on TSP at \$25.00 per hour (composite rate) and 45 regular hours at the same composite rate. As an example, you would list the time out like this on the voucher:

Budget Object/Sub-Object	Payee or Contributor	Description	Date Cost Incurred or Contributed	Cash	Match	Subtotal
1.1 / Salaries & Benefits – TSP	John Smith	50 hrs @ \$25.00 CR	Jan - 2006	\$1,250.00	0.00	\$1,250.00
1.1 / TSP – Salaries & Benefits	John Smith	50 hrs @ \$25.00 CR	Jan – 2006	\$1,250.00	0.00	\$1,250.00
1.1 / Salaries & Benefits	John Smith	45 hrs @ \$25.00 CR	Jan – 2006	\$1,125.00	0.00	\$1,125.00

The breakout above shows not only the amount to charge to the Commission grant but it also shows how much to charge to our TSP agreement and to NRCS. This also is important because if we get asked to provide the information, it is a way for us to show how much we are matching and how much we are requesting from NRCS.

The same kind of breakout works for mileage. For example, if you had a total of 200 Miles on a district vehicle for mileage for TSP and an additional 350 miles for regular district vehicle use for this grant, you would voucher it like the following:

Budget Object/Sub-Object	Payee or Contributor	Description	Date Cost Incurred or Contributed	Cash	Match	Subtotal
1.1 / Travel – TSP	Any CD	100 Miles @ \$.445 / Mile	Jan – 2006	\$44.50	0.00	\$44.50
1.1 / TSP - Travel	Any CD	100 Miles @ \$.445 / Mile	Jan – 2006	\$44.50	0.00	\$44.50
1.1 / Travel	Any CD	350 Miles @ \$.445 / Mile	Jan – 2006	\$155.75	0.00	\$155.75

Now, if you plan to voucher for actual expenses, there is a slight difference. Let's say for example that you had \$65.40 in total actual expenses and \$22.50 in actual expenses to bill towards TSP. Here is what that would look like:

Budget Object/Sub-Object	Payee or Contributor	Description	Date Cost Incurred or Contributed	Cash	Match	Subtotal
1.1 / Travel – TSP	Any CD	50% of Travel Expenses \$22.50	Jan – 2006	\$11.50	0.00	\$11.50
1.1 / TSP - Travel	Any CD	50% of Travel Expenses \$22.50	Jan – 2006	\$11.50	0.00	\$11.50
1.1 / Travel	Any CD	Actual Expenses	Jan – 2006	\$65.40	0.00	\$65.40

There is an example voucher and detail summary page attached to assist with the examples above.

### **What is the TSP Report of Accomplishments?**

The TSP Report of Accomplishments tracks Task Orders by Task and must be filled out and submitted with each and every voucher in order to get reimbursed. The copy submitted must have original signatures and contain 100% of the costs associated with TSP. There is an example attached that covers the items above.

### **When do I have to enter information into PRS**

PRS is a web based reporting system setup and administered by NRCS to capture the progress of EQIP projects. All progress should be reported in this system with the last report done by the last voucher submitted for reimbursement to the Commission. We recommend that you update the system as you accomplish a task on the task order.

### **Other Important Items**

- ✦ Remember, your grants are to be vouchered no more frequently than monthly, no less frequently than quarterly. Because we are responsible for billing NRCS on your behalf, districts need to be vigilant to follow the required schedule.
- ✦ If you subcontract with another district to assist with work on your TSP activities, the neighboring district will submit an invoice to you for 100% of their TSP-related expenses. You will then bill the Commission for 100% of the subcontracted expenses, splitting them of course, just like you would with the regular staff member who works with TSP. You would also be responsible to fill out the TSP Report of Accomplishments with that person's time as well as the regular tech's time.

There is an example timesheet, voucher detail & summary page, formula page for figuring out actual expenses and an example TSP Report of Accomplishments attached for your convenience.

- ✦ If actual TSP expenses exceed the total TSP Task Order amount amended into your contract, the difference will be charged to the Commission grant you are using as TSP match.

If you have any questions, please do not hesitate to call or email. TSP is very strict and we don't want to see anyone make a mistake and use up funds under the wrong pretence and not get reimbursed.

Cheryl Witt - (360) 407-6205 or [cwit461@ecy.wa.gov](mailto:cwit461@ecy.wa.gov)  
Kristy McGuill – (360) 407-6114 or [kwil461@ecy.wa.gov](mailto:kwil461@ecy.wa.gov)  
Karla Huttula – (360) 407-6212 or [khut461@ecy.wa.gov](mailto:khut461@ecy.wa.gov)  
Eric Kopp – (360) 407-7219 or [ekop461@ecy.wa.gov](mailto:ekop461@ecy.wa.gov)

## *Your Conservation District*

**Name**  
John Smith

**Time Period**  
January 2006

## Monthly Time Sheet

[illegible]

District Operations	0
Implementation	45
TSP	100
Puget Sound	0
Livestock	0
Total Overtime	0

	Sick Leave	Annual Leave	Flex Time/ Comp Time
Previous Balance	0	0	0
Accrued	0	0	0
Available	0	0	0
Utilized This Period	0	0	0
Ending Balance for this Period	0	0	

I hereby certify that the above is true and correct to the best of my knowledge.

Employee Signature

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Date \_\_\_\_\_

I hereby attest to this employees hours.

Supervisors Signature

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Date \_\_\_\_\_

# Actual Expenses Worksheet - Grant #06-50-XX-01

Step 1 - Figure out how many actual expenses you have for this grant and add them up.

## Total Actual Vehicle Expenses

Date	Vendor	Item Purchased	Amount
1/10/2006	Chevron	Gas	\$23.75
1/17/2006	Ford	Oil Change	\$32.30
1/25/2006	BP	Gas	\$15.25
1/30/2006	Schucks	Windshield Wipers	\$15.25
<b>Total</b>			<b>\$86.55</b>

Step 3 - Figure out the total percentage of TSP is Vehicle Expenses to get the correct amount to bill and then split the percentage if more than one task order

<b>Total % for TSP</b>	<b>26.00%</b>
<b>Total Amount of Expenses</b>	<b>\$86.55</b>
<b>Total Amount to Bill TSP</b>	<b>\$22.50</b>
Total Percentage for Logan	30.00%
Total Percentage for Cassidy	50.00%
Total Percentage for Johnson	20.00%
<b>Total Amount to Bill for Logan</b>	<b>\$6.75</b>
<b>Total Amount to Bill for Cassidy</b>	<b>\$11.25</b>
<b>Total Amount to Bill for Johnson</b>	<b>\$4.50</b>
	<b>Total</b>
	<b>\$22.50</b>

Step 2 - Add up all Mileage and make sure to mark and add up the total TSP mileage in the total mileage and as a separate total.

## Total CD Vehicle Mileage

Date	Miles	Reason for Trip
1/10/2006	31.2	TSP - Logan
1/11/2006	41.8	Blue Feedlot
1/12/2006	51.1	River Samples
1/17/2006	52	TSP - Cassidy
1/18/2006	20.8	TSP - Johnson
1/25/2006	45.1	The Farm - Plan
1/27/2006	58	NR Day - Elem School
1/30/2006	40	Schucks - WS Wipers
1/30/2006	35	Bells Ranch - FP IMP
1/31/2006	25	Pickup signed Voucher

<b>400</b>	<b>Total Miles for Grant</b>
<b>104</b>	<b>Total TSP Miles</b>
<b>26.00%</b>	<b>Total % to Bill TSP</b>

30.00% Total % of TSP Miles is for Logan  
 50.00% Total % of TSP Miles is for Cassidy  
 20.00% Total % of TSP Miles is for Johnson

**WASHINGTON STATE CONSERVATION COMMISSION  
FY06-07 GRANTS PROGRAM  
INVOICE VOUCHER SUPPORT FORM - SUMMARY PAGE**

Grant # 06-50-XX-01

**Instructions:** Use this detail page to individually list all grant expenses.

**EXPENSES**

**1. Outcome # \_\_\_\_\_**

Salaries & Benefits	Regular Hours	1,125.00
Salaries & Benefits - TSP		1,250.00
TSP - Salaries & Benefits		1,250.00
Travel	Regular Travel	155.75
Travel - TSP		44.50
TSP - Travel		44.50
Goods & Services		-
Cost Share		-
Overhead - TSP		125.00
TSP - Overhead		125.00
Overhead	Regular Overhead	281.25
Match		-
Other (specify) _____		-

Example TSP  
Voucher  
Expenses Only

Mileage vs Actual  
Expenses

**5. Total Expenses** \$ 4,401.00

**6. Total Match (subtract from Total Expenses)** \$ -

**7. PAYMENT REQUEST (Total Expenses less Total Match)** \$ 4,401.00

**PAYMENT REQUEST**

**12. Total Cash Expenses from line 5 above** \$ -

**13. Cash Match obligated to this period's expenses (subtract)**                     

**14. Grant payment requested this period** \$ -

**WASHINGTON STATE CONSERVATION COMMISSION  
FY 06-07 GRANTS PROGRAM  
INVOICE VOUCHER SUPPORT FORM - DETAIL PAGE**

**Grant #** 06-50-XX-01

Check which billing method you use:

☐

GROSS WAGES

☒

COMPOSITE RATE

*Instructions: Use this detail page to individually list and total all grant expenses (cash & match) for this time period. Group expenses by Intermediate Outcome / Sub Object; then provide a subtotal for each Intermediate Outcome / Sub-Object (for example: Outcome #1.1 / Salaries & Benefits, Outcome #2.1 / Cost Share, etc.). Carry each Subtotal forward to the Summary Page of the Invoice Voucher Support Form. **NOTE:** Match must be included on this Detail Page under the appropriate Outcome.*

Intermediate Outcome / Sub-Object <i>(example: Outcome #1.1 - Salary &amp; Benefits)</i>	Payee or Contributor	Description <i>(Hrs x Rate, CS Recipient name, Etc.)</i>	Date Cost Incurred or Contributed	\$ Amounts		
				Cash	Match	Subtotals
1.1 / Salaries & Benefits - TSP	John Smith	50 hrs @ \$25.00 CR	January-06	\$1,250.00		\$1,250.00
1.1 / TSP - Salaries & Benefits	John Smith	50 hrs @ \$25.00 CR	January-06	\$1,250.00		\$1,250.00
1.1 / Salaries & Benefits	John Smith	45 hrs @ \$25.00 CR (Regular Hours)	January-06	\$1,125.00		\$1,125.00
1.1 / Travel - TSP	Any CD	100 Miles @ \$.445 / Mile	January-06	\$44.50		\$44.50
1.1 / TSP - Travel	Any CD	100 Miles @ \$.445 / Mile	January-06	\$44.50		\$44.50
1.1 / Travel	Any CD	350 Miles @ \$.445 / Mile (Regular Travel)	January-06	\$155.75		\$155.75
1.1 / Overhead - TSP	Any CD	10% of \$1,250.00	January-06	\$125.00		\$125.00
1.1 / TSP - Overhead	Any CD	10% of \$1,250.00	January-06	\$125.00		\$125.00
1.1 / Overhead	Any CD	25% of \$1,125.00 (Regular Overhead)	January-06	\$281.25		\$281.25
	<b>Example TSP Voucher Expenses Only</b>					
	<b>Mileage vs Actual Expenses</b>					



**WASHINGTON STATE CONSERVATION COMMISSION  
FY06-07 GRANTS PROGRAM  
INVOICE VOUCHER SUPPORT FORM - SUMMARY PAGE**

Grant # 06-50-XX-01

**Instructions:** Use this detail page to individually list all grant expenses.

**EXPENSES**

1. Outcome # \_\_\_\_\_

Salaries & Benefits	Regular Hours	1,125.00
Salaries & Benefits - TSP		1,250.00
TSP - Salaries & Benefits		1,250.00
Travel	Regular Travel	65.40
Travel - TSP		11.25
TSP - Travel		11.25
Goods & Services		-
Overhead - TSP		125.00
TSP - Overhead		125.00
Overhead	Regular Overhead	281.25
Other (specify) _____		-

**Example TSP  
Voucher  
Expenses Only**

**Actual  
Expenses vs  
Mileage**

5. Total Expenses \$ 4,244.15

6. Total Match (subtract from Total Expenses) \$ 281.25

7. PAYMENT REQUEST (Total Expenses less Total Match) \$ 4,244.15

**PAYMENT REQUEST**

12. Total Cash Expenses from line 5 above \$ -

13. Cash Match obligated to this period's expenses (subtract) \_\_\_\_\_

14. Grant payment requested this period \$ -

**06-50-XX-01**

## COMPOSITE RATE

~~Revised 7-1-05~~

**CONSERVATION COMMISSION / NATURAL RESOURCES CONSERVATION SERVICE  
TECHNICAL SERVICE PROVIDER REPORT OF ACCOMPLISHMENTS**

**Any Conservation District**

Time Period for Activities -- from 1/1/06 to 1/31/06

	Activity		Program							Costs Incurred							
	Place X under appropriate Activity or Program; (1 Activity & 1 Program per Line)										Support documentation maintained in District financial records.						
Customer Name & Task Order #	Technical assistance	Design	Implementation	Check-out/status reviews	CRP/CREP	EQIP	GRP	WHIP	WRP	Salary & Benefits (\$)	Travel (\$)	Overhead (\$)	Total (\$)				
Logan #50-1-06	x	x	x			x				\$ 1,000.00	\$ 35.60	\$ 100.00	\$ 1,135.60				
Cassidy #50-2-06		x	x	x		x				\$ 1,000.00	\$ 22.25	\$ 100.00	\$ 1,122.25				
Johnson #50-3-06			x	x		x				\$ 500.00	\$ 31.15	\$ 50.00	\$ 581.15				
<div>Notice how 100% of the time and travel is listed on this TSP Report of Accomplishments</div> <div>TSP Example with Mileage vs Actual Expenses</div>																	
													\$ -				
													\$ -				
													\$ -				
													\$ -				
													\$ -				
													\$ -				
TOTALS:										\$ 2,500.00	\$ 89.00	\$ 250.00	\$ 2,839.00				

**Conservation District Certification** (check the boxes that apply to your certification statement)

- ☐ I certify I am a Washington State licensed Professional Engineer, or under the direct supervision of the same;
- ☐ I certify the statement "To the best of my professional knowledge, judgement and belief, these plans meet all applicable NRCS practice standards" and was included on the cover page of all construction plans and construction specifications;
- ☐ I certify the statement "The practice(s) has been installed in accordance with the approved construction plans and specifications" and was placed on the construction as-built drawings ;
- ☐ I certify the accomplishments on the above referenced Task Orders have been reported in the NRCS Performance Reporting System or provided to the NRCS District Conservationist
- ☐ I certify the technical services specified on task order (Attachment E) and listed above have been completed and meet NRCS standards or program criteria.

Conservation District, Technical Assistance Provider

Date

**NRCS Certification:**

I certify that to the best of my knowledge and belief the data on this form is correct and the certification made by the conservation district is true.

NRCS, District Conservationist

(Cc: NRCS AC)

Date

**CONSERVATION COMMISSION / NATURAL RESOURCES CONSERVATION SERVICE  
TECHNICAL SERVICE PROVIDER REPORT OF ACCOMPLISHMENTS**

**Any Conservation District**

Time Period for Activities -- from 1/1/06 to 1/31/06

	Activity		Program							Costs Incurred							
	Place X under appropriate Activity or Program; (1 Activity & 1 Program per Line)										Support documentation maintained in District financial records.						
Customer Name & Task Order #	Technical assistance	Design	Implementation	Check-out/status reviews	CRP/CREP	EQIP	GRP	WHIP	WRP	Salary & Benefits (\$)	Travel (\$)	Overhead (\$)	Total (\$)				
Logan #50-1-06	x	x	x			x				\$ 1,000.00	\$ 6.75	\$ 100.00	\$ 1,106.75				
Cassidy #50-2-06		x	x	x		x				\$ 1,000.00	\$ 11.25	\$ 100.00	\$ 1,111.25				
Johnson #50-3-06			x	x		x				\$ 500.00	\$ 4.50	\$ 50.00	\$ 554.50				
<div>Notice how 100% of the time and travel is listed on this TSP Report of Accomplishments</div> <div>TSP Example with Actual Expenses vs Mileage</div>																	
													\$ -				
													\$ -				
													\$ -				
													\$ -				
													\$ -				
													\$ -				
TOTALS:										\$ 2,500.00	\$ 22.50	\$ 250.00	\$ 2,772.50				

**Conservation District Certification** (check the boxes that apply to your certification statement)

- ☐ I certify I am a Washington State licensed Professional Engineer, or under the direct supervision of the same;
- ☐ I certify the statement "To the best of my professional knowledge, judgement and belief, these plans meet all applicable NRCS practice standards" and was included on the cover page of all construction plans and construction specifications;
- ☐ I certify the statement "The practice(s) has been installed in accordance with the approved construction plans and specifications" and was placed on the construction as-built drawings ;
- ☐ I certify the accomplishments on the above referenced Task Orders have been reported in the NRCS Performance Reporting System or provided to the NRCS District Conservationist
- ☐ I certify the technical services specified on task order (Attachment E) and listed above have been completed and meet NRCS standards or program criteria.

Conservation District, Technical Assistance Provider

Date

**NRCS Certification:**

I certify that to the best of my knowledge and belief the data on this form is correct and the certification made by the conservation district is true.

NRCS, District Conservationist

(Cc: NRCS AC)

Date